



SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

(An Autonomous Institution, Affiliated to Anna University, Chennai)

Gobichettipalayam, Erode – 638455.

Web: www.svhec.com, Mail :coesvhec@gmail.com, Mob:[9080407771](tel:9080407771), [9865658575](tel:9865658575)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FORM FOR ISSUING DUPLICATE GRADE SHEET / CONSOLIDATED GRADE SHEET

1. Student Details:

Date:

1	Name of the Student (Block Letters)			
2	Register Number			
3	Degree and Branch			
4	Date of Birth		Mobile Number	
5	Email ID			

2. Duplicate Grade Sheet Requirement Details:

1	Category (Strike out not applicable)	Grade Sheet / Consolidated Grade Sheet		
2	Examination (Strike out not applicable)	Nov/Dec _____ / Apr/May _____		
3	Semester			
4	Period of Study		Regulation	
5	Circumstances under which the certificate was Lost / Destroyed			

Signature of the Candidate

Class Advisor

HoD

Principal

3. COE Office Use

Payment Status:	
Grade Sheet issued on:	Prepared by:
Folio Number:	Examined by:

Controller of Examinations



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INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application duly filled-in should be forwarded by the Head of the respective department along with the following:
 - a) An affidavit detailing the circumstances under which the original certificate was lost or destroyed.
 - b) Duly filled Application form.

The affidavit should be duly executed before the Notary Public / Principal of the College.

3. Application shall be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate. The application shall be filled in only by the candidate otherwise it will be rejected.
4. Duplicate Grade Sheet or Consolidated Grade Sheet will be provided within **5 working days** (excluded the date of applying).
5. Duplicate Certificate is to be surrendered to the College immediately if the Original Certificate is recovered.
6. The fee for the issue of various certificates is as follows:

1. Grade Sheet	Rs.500/- per mark statement
2. Consolidated Grade Sheet	Rs.1500/- per mark statement

7. Fees once paid will not be refunded nor adjusted for any other purpose under any circumstances.



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AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

1. Affidavit of Thiru / Selvison / daughter of aged.....years, a student of (Department), Shree Venkateshwara Hi-Tech Engineering College, Gobi with Register number and Residing atstreet..... do hereby solemnly and sincerely state as follows.
2. My Mark Statement / Consolidated Mark Statement issued relating to the examinations held during..... has irrevocably been lost / destroyed.
3. I file this affidavit for the purpose of receiving duplicate Grade sheet / Consolidated Statement of Grades.
4. I will return immediately the duplicate certificate(s) to the College once my original certificate(s) is / are recovered by chance.
5. The facts stated are true and correct to the best of my knowledge and if found false by the College, I shall abide by the decision of the College.

Place :

Date :

Signature of the Candidate

Solemnly affirmed

at(place)

this day of(dd/mm/yyyy)

and his / her signature is affixed in my presence.

Notary Public / Principal

Address:

Office seal: